ARMY

CHESS

**COMPUTER HARDWARE,
ENTERPRISE SOFTWARE AND SOLUTIONS**

SERVICES
Request for Proposal
(RFP) Tutorial

May 2015

Introduction

- This briefing will introduce the Request for Proposal (RFP) process
- Requests for Proposals (RFPs) must be created by a Contracting Officer or Contract Specialist using the CHESS IT e-mart https://chess.army.mil
- You will learn:
  - CHESS IT e-mart Registration
  - How a Contracting Officer or Contract Specialist creates and submits an RFP
  - How to create a draft RFP
  - How a Contracting Officer or Contract Specialist manages an RFP
    - Amending an RFP
    - Canceling an RFP
    - Transferring an RFP
  - How a Vendor views and responds to an RFP response
  - How a Contracting Officer or Contract Specialist can view RFP submissions

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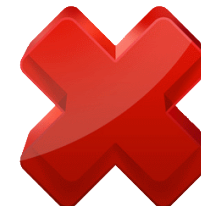
CAUTION

Please NOTE:

- The RFP process runs best in Firefox, Internet Explorer 9 or 10 and Google Chrome.
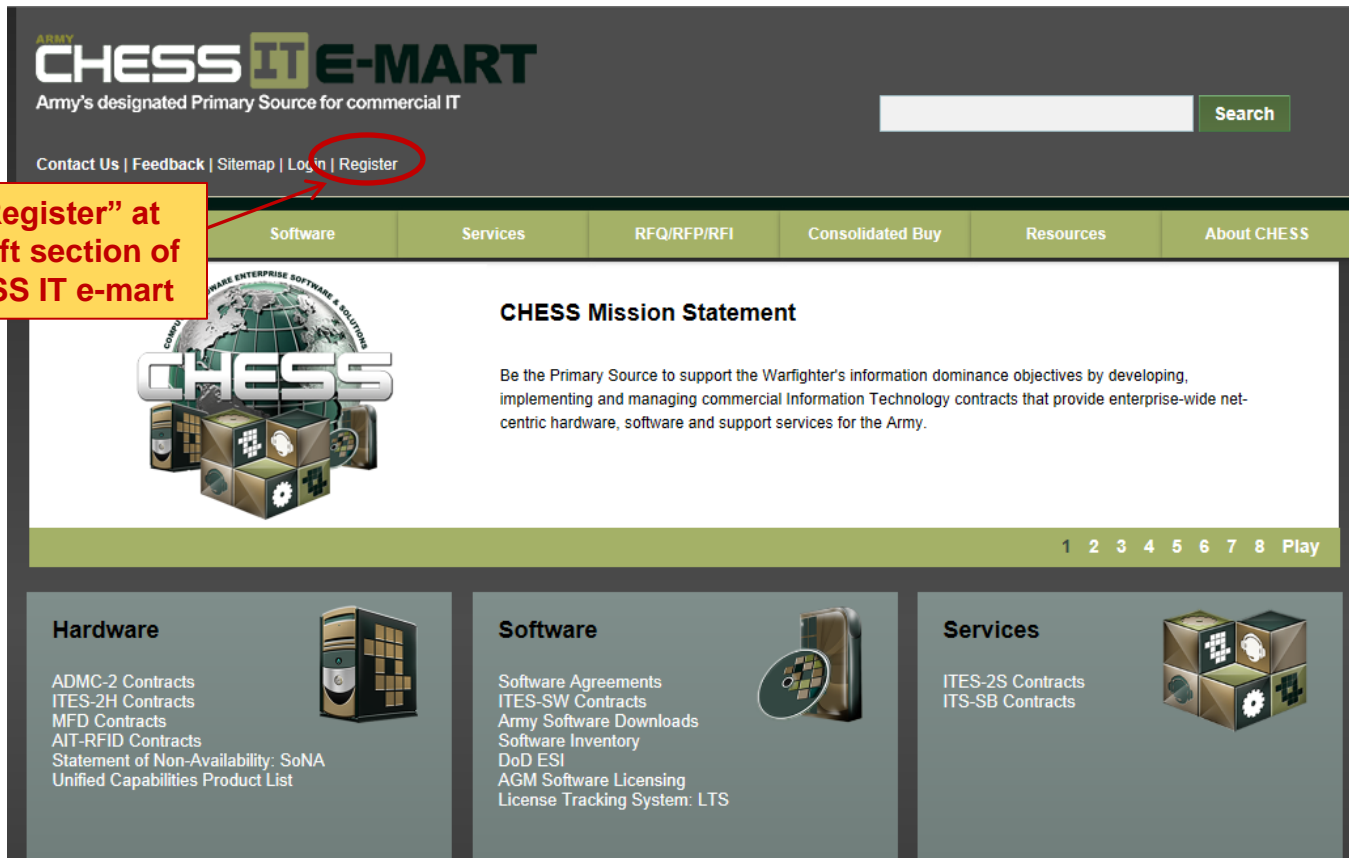
Not Recommended

The RFP Process

Step 1 - Register

- If you do not have an account with the CHESS IT e-mart you must first register in order to gain access to the RFI Manager.

Click "Register" at the top left section of the CHESS IT e-mart

Step 2 – Create an Account

Account Instructions

Use the form below to create a new account. Without an enterprise e-mail address, you will not be able to utilize the CAC logon functionality. If you have an enterprise e-mail address, please register with that address.

Passwords are required to be a minimum of 15 characters in length. In addition, each password must contain:

- 2 uppercase letters
- 2 lowercase letters
- 2 numbers
- 2 special characters

New Account

Title/Rank:		Job Description:	
First Name:		Last Name:	
Email:			
Password:	None		
Confirm Password:	None		
Address 1:		Address 2:	
City:		State:	
Zip:	-	Commercial Phone:	ext.
DSN Phone:		Fax Number:	
Service Or Agency:			
Major Command:			

Fill out the form using a mail.mil account for your email address and select "Register"

Register

Step 3 - Access the RFP Online Tool

https://chess.army.mil

Step 4 - Log into the CHESS IT e-mart

CHESS IT E-MART
Army's designated Primary Source for commercial IT

Contact Us | Feedback | Sitemap | Login | Register

Account >

Hardware	Software	Services	RFQ/RFP/RFI	Consolidated Buy	Resou

You will need to log in to access the RFP process.

After logging in you will be returned to the home page – click on the RFQ/RFP/RFI link again.

Login

Please enter your user name and password.

Email Address:

Password:

Recover Password

Username and Password Log in Screen

Search

CHESS IT E-MART
Army's designated Primary Source for commercial IT

Contact Us | Feedback | Sitemap | Login | Register

Account > Account >

Hardware	Software	Services	RFQ/RFP/RFI	Consolidated Buy	Resources	About CHESS

Login

Account E-mail: kimberly.k.crozier.ctr@mail.mil

Ignore certificate ☐

Recover Password

Register if you don't have an account.

Login

Login

CAC Log in Screen

Step 5 - Create an RFP

You will automatically be defaulted to the RFQ Index page. Hover over the "RFP - Services" button and select "Create" or hover over the "Create" button and select "RFP" to continue.

Step 6 - Select Type of Request

Create Request For Proposal

(Select the desired status to the left, search is on currently selected status.)

| RFI - Information | RFQ - Hardware\Software | RFP - Services | | Create | Transfer |

Save As Draft

Program

Please Select Program ▼

← Select either ITES-2S or ITS-SB from the drop down menu

Clear Select All

Note: You must select either one or all.

Step 7 - Select Vendors

Create Request For Proposal

(Select the desired status to the left, search is on currently selected status.)

| RFI - Information | RFQ - Hardware\Software | RFP - Services | | Create | Transfer |

Save As Draft

Program

ITES-2S

Vendors

W91QUZ-06-D-0020 : CACI ISS, Inc.
W91QUZ-07-D-0001 : Harris IT Services
W91QUZ-07-D-0002 : Pragmatics, Inc.
W91QUZ-07-D-0003 : BAE
W91QUZ-07-D-0004 : NCI Information Systems
W91QUZ-07-D-0005 : Northrop Grumman

Clear   **Select All**

Note: You must select either one or all.

> **Select all vendors unless the requirement meets one of the exceptions as defined in FAR 16.505 (b) or DFARS 216.505-70.**

Step 8 - Enter Requirement

Request Name

RFP Test #1   **(1) Name the RFP**

Description

Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information if there is someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space

This is a test.   **(2) Enter information about the RFP. Please be sure to provide proposal delivery instructions (e.g. email, hardcopy) in your RFP posting.**

Step 9 - Add Attachments

Notice: Please ensure uploaded attachments DO NOT contain vendor proprietary information (competitor pricing, discounts, etc.). This is unfair competition. Instances of this will be reported to the CHESS Product Leader (PL).

Attachments

Only the following file types will be accepted:

- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

	Browse...
	Browse...
	Browse...
	Browse...
	Browse...

You may attach up to 5 files of 5MB each.
(The system accommodates Word, Excel, PDF, TIF, and WinZip files)

NOTE: Please DO NOT add an attachment with other vendor pricing!

Step 10 - Dates

Dates

Acknowledge Expected Date (Date the vendor is expected to look at the customer requirement as per the Base Agreement)
4/20/2015

Response Expected Date (Date the vendor is expected to respond back to your requirement as per the Base Agreement)
4/23/2015

Customer Required By Date (Date that you need to have a response back from the vendor)

4/23/2015

Apr ▾	2015 ▾						May 2015 ▶						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

Today   Done

Characters left: 4000

Include Contact Information   False ▾

To alter the "Customer Required By Date" date click on the date. Dates can not equal current date.

Date Time Frames
Acknowledge Expected Date: 2 Days
Response Expected Date: 3 Days
Due Date: 10 Days
(Time frame is in business days and does not include holidays)

NOTE: The "Customer Required By Date" can be altered but we ask you follow the time frame when applicable.

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Step 11 - POC, Questions, Submit RFP

Submit contact information about end user. This information is maintained by CHESS, but not shared with vendors.

Answer basic Contracting questions regarding this requirement.

Contact Information

Submitting POC:
Kimberly Crozier
kimberly.k.crozier.ctr@mail.mil

Requestor Role:
Contract Specialist

Customer POC:
First Name: Kimberly
Last Name: Crozier
Commercial Phone:
Email address: kimberly.k.crozier.ctr@ma
ustomer POC Role: Contract Specialist

rganization: Army   Non-Army
(Select one from this list. Use "OTHER" if unknown or not found in the list)

Enter Details About Your Proposal Request

Is this a performance based task order?   Yes   No
Is this a new Requirement?   Yes   No
Is this Task Order in compliance with the Clinger-Cohen Act?   Yes   No

Click to submit RFP ⟶   Submit   Cancel

View of successfully submitted RFP

RFP 122197 Created

| Hardware | Software | Services | RFQ/RFP/RFI | Consolidated Buy | Resources | About CHESS |

Request For Proposal

(Select the desired status to the left, search is on currently selected status.)

| RFI - Information | RFQ - Hardware\Software | RFP - Services | | Create | Transfer |

Ref #	Na...		Created	Due	Status	Actions	Responses	Transfer
▶ 122197	RFP T		15-04-22 14:08	2015-05-06	Open	Amend | Cancel	0/16	☐
▶ 122191	te		15-04-17 14:28	2015-05-01	Open	Amend | Cancel	0/16	☐

Once your RFP is submitted your screen will look like this. A bar at the top of the page will indicate that your RFP has been created.

NOTE: Your screen will automatically update every 90 days and auto archive outdated RFP's

View of successfully submitted RFP

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PEO Enterprise Information Systems

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Request For Proposal

(Select the desired status to the left, search is on currently selected status.)

| RFI - Information | RFQ - Hardware\Software | RFP - Services | | | | Create | Transfer |

10 ▾   [   ] Search

▼	Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▼	122197	RFP Test #1	2015-04-22 14:08	2015-05-06	Open	Amend | Cancel	0/16	☐

▸ Responses - 0 / 16

▸ Version History - 1

Version Response History - 1

X

	Submitting POC		Customer POC
Name	Kimberly Crozier	Name	Kimberly Crozier
Email	kimberly.k.crozier.ctr@mail.mil	Email	kimberly.k.crozier.ctr@mail.mil

> **For a more detailed view click the triangle next to the RFP line item you would like to expand.**

The RFP Process After Submission

- Contracting Officer or Contract Specialist and vendor will receive RFP notification via email from CHESS IT e-mart.

- The vendor responds to the RFP.

- The Contracting Officer or Contract Specialist receives email notification that RFP responses have been posted to their RFP Manager.

- The Contracting Officer or Contract Specialist logs back into the RFP Manager to view responses.

Email to Contracting Officer or Contract Specialist

- Once your RFP is submitted you will receive an email from CHESS like the one below.

You have just successfully submitted a new Request for Proposal (RFP) through the CHESS IT e-mart. Details of your request are below:

Title: RFP TEST #1
Program: ITES-2S
Reference Number: 122212
Description: TEST
Date Created: 5/5/2015
Customer Required By Date: 5/19/2015
Vendors Selected: Apptis Inc., IBM, Lockheed Martin, Northrop Grumman, NCI Information Systems, Dell Federal Systems, CSC, HP Enterprise Services, BAE, STG, Inc., Booz Allen Hamilton, Inc., CACI ISS, Inc., SAIC, General Dynamics, Pragmatics, Inc., Harris IT Services

 You may also view the details of your Request by logging into your Request Manager.

Please check your Request Manager regularly to see if you have received any responses from the vendors.

Thank you for using the CHESS IT e-mart system!

Please feel free to contact CHESS at: (888) 232-4405 if you have any questions.

"PLEASE NOTE THIS IS PROPRIETARY INFORMATION AND SHOULD NOT BE SHARED WITH OTHER VENDORS."

Email to Vendor(s)

- Each vendor receives an email, which looks similar to this one, alerting them of your RFP.

```
Classification: UNCLASSIFIED
Caveats: NONE

The CHESS IT e-mart has brought you a potential customer! By accessing the
RFP below, you are acknowledging the receipt of the RFP.

Please coordinate with the customer concerning their pending RFP by logging
into the RFP Manager.

Keep in mind that CHESS customers are awaiting your response, and your
timeliness in addressing their RFPs is greatly appreciated.

Thank you for using the CHESS IT e-mart system!

Please feel free to contact CHESS at: (888) 232-4405 if you have any
questions.




Classification: UNCLASSIFIED
Caveats: NONE
```

Creating a Draft RFP

New
Process!

Step 1 - Save as Draft

Create Request For Proposal

(Select the desired status to the left, search is on currently selected status.)

| RFI - Information | RFQ - Hardware\Software | RFP - Services | Create | Transfer |

Save As Draft

Program

ITES-2S

Vendors

W91QUZ-06-D-0020 : CACI ISS, Inc.
W91QUZ-07-D-0001 : Harris IT Services
W91QUZ-07-D-0002 : Pragmatics, Inc.
W91QUZ-07-D-0003 : BAE
W91QUZ-07-D-0004 : NCI Information Systems
W91QUZ-07-D-0005 : Northrop Grumman

Clear   **Select All**

Note: You must select either one or all.

If you are working an RFP and are not quite ready to submit click the "Save As Draft" button.

Step 2 - View RFP Drafts

Request For Proposal

(Select the desired status to the left, search is on currently selected status.)

| RFI - Information | RFQ - Hardware\Software | RFP - Services | | | Create | Transfer |

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 122197	RFP Test #1	2015-04-22 14:08	2015-05-06	Open	Amend | Cancel	0/16	☐
▶ 122191	test	2015-04-17 14:28	2015-05-01	Open	Amend | Cancel	0/16	☐

You will automatically be defaulted to the RFQ-Hardware Index page. Hover over the "RFP-Services" button and select "Draft" for a list of your Draft Requests.

Step 2 - View RFP Drafts continued

List of Draft Request

(Select the desired status to the left, search is on currently selected status.)

RFI - Information	RFQ - Hardware\Software	RFP - Services				Create	Transfer

| 10 ▼ | | | | | | Search |

	Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
►	122198	RFP Test #1	2015-04-23 12:03	2015-05-07	Draft	Edit Draft | Cancel Draft	0/16	

On this page all the Drafts RFP's you are currently working on will be listed.

Step 3 - Edit Draft

List of Draft Request

(Select the desired status to the left, search is on currently selected status.)

| RFI - Information | RFQ - Hardware\Software | RFP - Services | | | Create | Transfer |

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
122198	RFP Test #1	2015-04-23 12:03	2015-05-07	Draft	Edit Draft | Cancel Draft	0/16	

Select "Edit Draft" whenever you need to make changes to your RFP.

Step 4 - Make Changes & Submit

Edit Draft RFP

(Select the desired status to the left, search is on currently selected status.)

RFI - Information   RFQ - Hardware\Software   RFP - Services   Create   Transfer

You are editing the draft. This request has not been submitted yet

Save As Draft

ITES-2S

Vendor(s)

W91QUZ-06-D-0020 : CACI ISS, Inc.
W91QUZ-07-D-0001 : Harris IT Services
W91QUZ-07-D-0002 : Pragmatics, Inc.
W91QUZ-07-D-0003 : BAE
W91QUZ-07-D-0004 : NCI Information Systems
W91QUZ-07-D-0005 : Northrop Grumman

Previously selected contracts:
W91QUZ-06-D-0010 : IBM
W91QUZ-06-D-0011 : Dell Federal Systems
W91QUZ-06-D-0012 : General Dynamics
W91QUZ-06-D-0013 : HP Enterprise Services
W91QUZ-06-D-0014 : Apptis Inc.
W91QUZ-06-D-0015 : STG, Inc.
W91QUZ-06-D-0016 : SAIC
W91QUZ-06-D-0017 : Lockheed Martin
W91QUZ-06-D-0018 : CSC
W91QUZ-06-D-0019 : Booz Allen Hamilton, Inc.
W91QUZ-06-D-0020 : CACI ISS, Inc.
W91QUZ-07-D-0001 : Harris IT Services
W91QUZ-07-D-0002 : Pragmatics, Inc.
W91QUZ-07-D-0003 : BAE
W91QUZ-07-D-0004 : NCI Information Systems
W91QUZ-07-D-0005 : Northrop Grumman

Clear   Select All

Note: You must select either one or all.

Make any necessary changes to your RFP scroll down and click "Finalize/Submit." You also have the option to "Delete the Draft" as well.

Enter Details About Your Proposal Request

Is this a performance based task order?   Yes   No

Is this a new Requirement?   Yes   No

Is this Task Order in compliance with the Clinger-Cohen Act?   Yes   No

Finalize / Submit   Delete Draft

View of successfully submitted RFP

Your request is submitted.

Hardware	Software	Services	RFQ/RFP/RFI	Consolidated Buy	Resources	About CHESS

Request For Proposal

(Select the desired status to the left, search is on currently selected status.)

RFI - Information	RFQ - Hardware\Software	RFP - Services		Create	Transfer

10 ▾   **Search**

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 122198	RFP Test #1	2015-04-23 12:03	2015-05-07	Open	Amend | Cancel	0/16	☐

Once your RFP is submitted your screen will look like this. A bar at the top of the page will indicate that your RFP has been submitted.

Amending an RFP

Amending an RFP

The **Amendment** feature allows you to:

- Update an RFP at any time in the process
- Clarify the details of a requirement
- Notify vendors of updates or new deadlines

Amending an RFP

Request For Proposal

(Select the desired status to the left, search is on currently selected status.)

RFI - Information	RFQ - Hardware\Software	RFP - Services		Create	Transfer

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 122198	RFP Test #1	2015-04-23 12:03	2015-05-07	Open	Amend | Cancel	0/16	☐
▶ 122197	RFP Test #1	2015-04-22 14:08	2015-05-06	Open	Amend | Cancel	0/16	☐
▶ 122191	test	2015-04-17 14:28	2015-05-01	Open	Amend | Cancel	0/16	☐
▶ 122190	test	2015-04-17 14:25	2015-05-01	Open	Amend | Cancel	0/16	☐

Ensure you are on the "RFP - Services" Index page then click the "Amend" link to the right of your RFP.

Amending an RFP

RFI - Information   **RFQ - Hardware\Software**   **RFP - Services**   **Create**   **Transfer**

Program:
ITES-2S
Contracts:
W91QUZ-06-D-0010 - IBM
W91QUZ-06-D-0011 - Dell Federal Systems
W91QUZ-06-D-0012 - General Dynamics
W91QUZ-06-D-0013 - HP Enterprise Services
W91QUZ-06-D-0014 - Apptis Inc.
W91QUZ-06-D-0015 - STG, Inc.
W91QUZ-06-D-0016 - SAIC
W91QUZ-06-D-0017 - Lockheed Martin
W91QUZ-06-D-0018 - CSC
W91QUZ-06-D-0019 - Booz Allen Hamilton, Inc.
W91QUZ-06-D-0020 - CACI ISS, Inc.
W91QUZ-07-D-0001 - Harris IT Services
W91QUZ-07-D-0002 - Pragmatics, Inc.
W91QUZ-07-D-0003 - BAE
W91QUZ-07-D-0004 - NCI Information Systems
W91QUZ-07-D-0005 - Northrop Grumman

Request Name

RFP Test #1

Description
Enter the details of your request. Provide a quanti... ...on/details about your requirement so that the vendor can provide you with an accurate
quote. Include POC information if there is someon... ...ions about the requirement. NOTE: You are limited to 4000 characters. Use the file
attachment feature below if you need more space...

Update information in the Description field as required.

This is a test.

Amending an RFP

Notice: Please ensure uploaded attachments DO NOT contain vendor proprietary information (competitor pricing, discounts, etc.). This is unfair competition. Instances of this will be reported to the CHESS Product Leader (PL).

Attachments

Only the following file types will be accepted:
- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

Browse...

Browse...

Browse...

Browse...

Browse...

This allows you to attach new files.

*NOTE: Your original files are still attached. Only add additional attachments if those files need to be updated or a new file is to be submitted.

You may attach up to 5 files of 5MB each.
(The system accommodates Word, Excel, PDF, TIF, and WinZip files)

...ected Date (Date the vendor is expected to look at the customer requirement as per the Base Agreement)

...ed Date (Date the vendor is expected to respond back to your requirement as per the Base Agreement)

Customer Required By Date (Date that you need to have a response back from the vendor)

5/7/2015

Amending an RFP

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Request For Proposal

(Select the desired status to the left, search is on currently selected status.)

RFI - Information	RFQ - Hardware\Software	RFP - Services				Create	Transfer

10 ▼   **Search**

	Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
►	122198	RFP Test #1	2015-04-23 12:03	2015-05-07	Open	**Amend** | **Cancel**	0/16	☐

Once your RFP is amended your screen will look like this.

NOTE: The Status column will not change for the RFP you recently amended.

Canceling an RFP

Canceling an RFP

The **Cancel** feature allows you to:

- Cancel an RFP at any time in the process
- Notify vendors of updates and the cancellation of an RFP
- The Contracting Officers or Contract Specialists may both cancel RFPs

Canceling an RFP

Request For Proposal

(Select the desired status to the left, search is on currently selected status.)
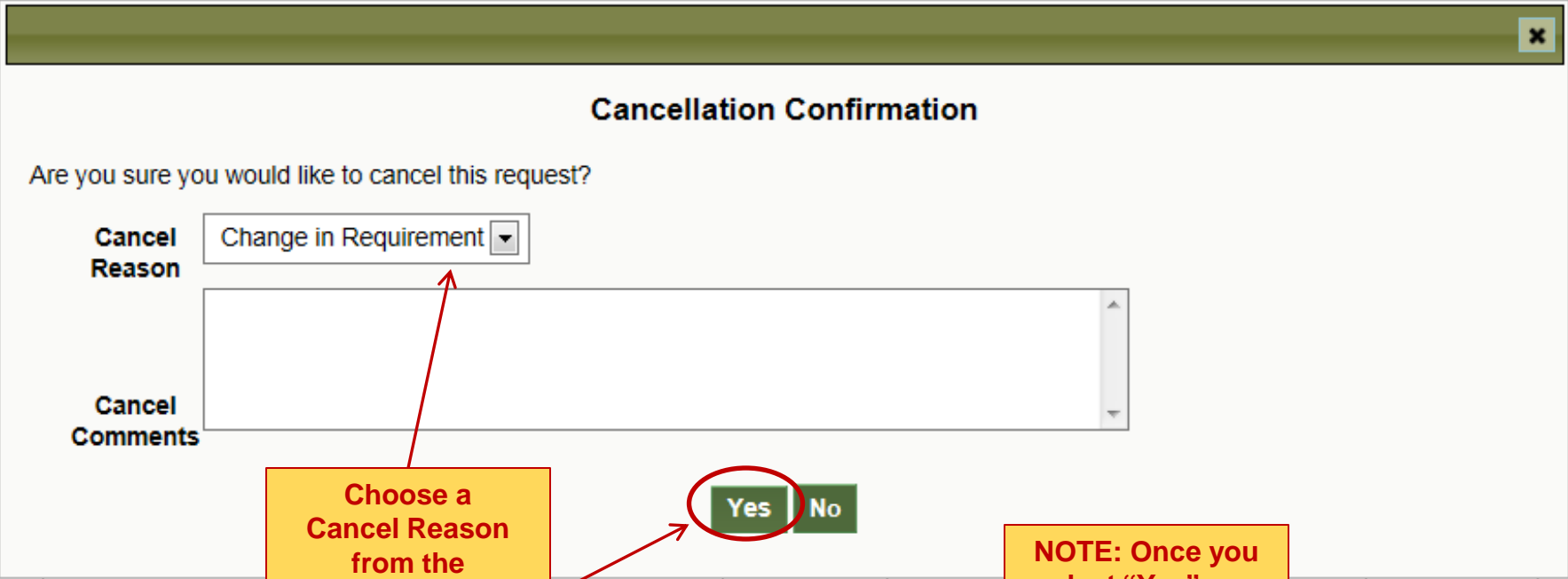
| RFI - Information | RFQ - Hardware\Software | RFP - Services | | | | Create | Transfer |

| 10 | | | | | | | Search |

	Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶	122198	RFP Test #1	2015-04-23 12:03	2015-05-07	Open	Amend Cancel	0/16	☐

Ensure you are on the "RFP - Services" Index page then click the "Cancel" link to the right of your RFP.

Canceling an RFP

Cancellation Confirmation

Are you sure you would like to cancel this request?

Cancel Reason Change in Requirement ▼

Cancel Comments

Choose a Cancel Reason from the drop down menu and then click "Yes" to submit.

Yes No

NOTE: Once you select "Yes" you will not be able to edit your RFP. It will be cancelled.

Canceling an RFP

Request For Proposal

(Select the desired status to the left, search is on currently selected status.)

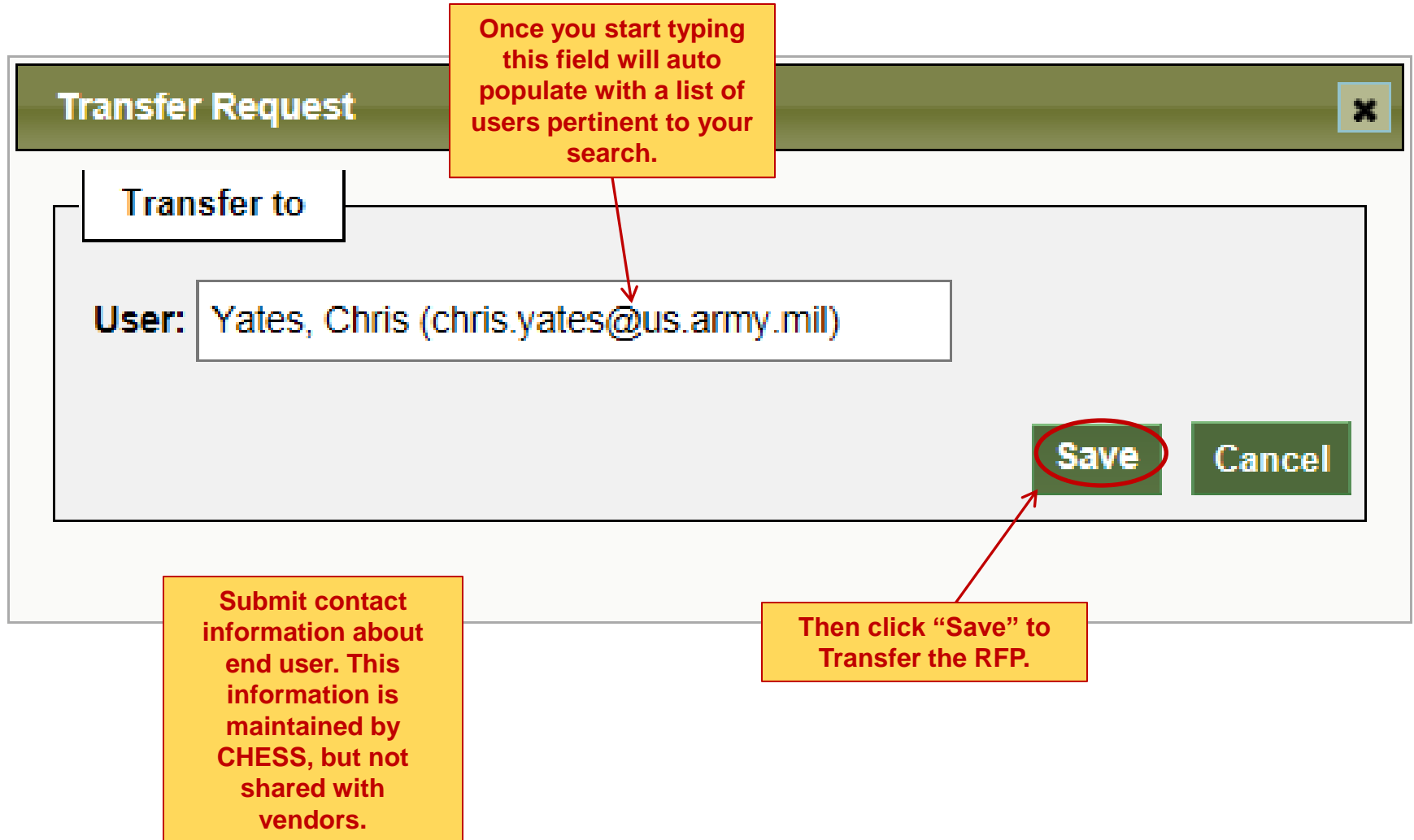| RFI - Information | RFQ - Hardware\Software | RFP - Services | | | | Create | Transfer |

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
► 122198	RFP Test #1	2015-04-23 12:03	2015-05-07	Cancelled		0/16	
► 122197	RFP Test #1	2015-04-22 14:08	2015-05-06	Open	Amend	Cancel	0/16	☐

NOTE: Once the RFP is cancelled you will have to submit a new RFP if you have a new requirement.

Once your RFP is cancelled the Status column will change to "Cancelled"

Transferring an RFP

Transferring an RFP

The **Transfer** feature allows you to:

- Transfer an RFP at any time in the process to another user
- User is able to transfer multiple RFP's at once to another user
- The person who submitted or anyone with administrative authority may transfer/reassign the RFP

How a Contracting Officer or Contract Specialist Transfers an RFP

Request For Proposal

(Select the desired status to the left, search is on currently selected status.)

RFI - Information	RFQ - Hardware\Software	RFP - Services				Create	Transfer

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 122198	RFP Test #1	2015-04-23 12:03	2015-05-07	Cancelled		0/16	
▶ 122197	RFP Test #1	2015-04-22 14:08	2015-05-06	Open	Amend | Cancel	0/16	☑
▶ 122191	test	2015-04-17 14:28	2015-05-01	Open	Amend | Cancel	0/16	☐

Ensure you are on the "RFP- Services" Index Page then click the checkbox under the Transfer column found to the right of your RFP and then click "Transfer."

NOTE: If you click on multiple checkboxes you will be able to transfer multiple RFP's to one person

How a Contracting Officer or Contract Specialist Transfers an RFP

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PEO EIS
PEO ENTERPRISE INFORMATION SYSTEMS

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ENTERPRISE SOFTWARE AND SOLUTIONS

Transfer Request ✖

Transfer to

User: Yates, Chris (chris.yates@us.army.mil)

Save **Cancel**

Once you start typing this field will auto populate with a list of users pertinent to your search.

Then click "Save" to Transfer the RFP.

Submit contact information about end user. This information is maintained by CHESS, but not shared with vendors.

How a Contracting Officer or Contract Specialist Transfers an RFP

Requests Transferred to Yates, Chris (chris.yates@us.army.mil)

Hardware	Software	Services	RFQ/RFP/RFI	Consolidated Buy	Resources	About CHESS

Request For Quote

(Select the desired status to the left, search is on currently selected status.)

RFI - Information   RFQ - Hardware\Software   RFP - Services   Create   Transfer

| 10 ▼ | | | | | | [Search box] | Search |

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 122196	RFQ Test #3	2015-04-22 11:10	2015-04-29	Open	Amend | Cancel	0/6	☐

Once your RFP is Transferred your screen will look like this. A bar at top of the page will indicate that your RFP has been created.

NOTE: The RFP that was transferred will no longer appear in your list of RFP's.

The page automatically defaults to the RFQ Index Page.

Vendor View
of
RFP Submissions

Vendor View of RFP Response

Once Vendors log in, they will see a screen that looks like this.

In order to respond to a particular RFP, the Vendor must click the "Respond" link to the right of the RFP.

Vendor Responds to an RFP

Response

Response Comment

Characters left: 4000

Quote Total

A Vendor uses an online form to submit a response, (bid or "no bid"), but will submit proposal documents to the Contracting Officer or Contract Specialist via the Attachments tool.

Attachments

Only the following file types will be accepted:
- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

	Browse...	Clear
	Browse...	Clear
	Browse...	Clear
	Browse...	Clear
	Browse...	Clear

You may attach up to 5 files of 5MB each.
(The system accommodates Word, Excel, PDF, TIF, and WinZip files)

Respond   Cancel

Vendor clicks "Respond" to submit RFP response

Vendor Responds to an RFP

Once a response is submitted the bar at the top of the page will indicate "Responded" and the RFP will be moved to the "Responded" page.

Vendor Views Responded RFPs

A Vendor needs to ensure they are on the "Responded" page by hovering over "RFP-Services" and clicking "Responded" in order to see a list of ALL responded requests.

Once a response is submitted the Status will change to "Responded."

Contracting Officer or Contract Specialist View of RFP Submissions

A Contracting Officer or Contract Specialist Reviews Bids

Request For Quote

(Select the desired status to the left, search is on currently selected status.)

| RFI - Information | RFQ - Hardware\Software | RFP - Services | | | | Create | Transfer |

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▼ 1?2196	RFQ Test #3	2015-04-22 11:10	2015-04-29	Open	Amend | Cancel	0/6	☐

Responses - 0 / 6

tract	Vendor	Acknowledged	Responded
07-D-0006	Dell		
07-D-0007	IBM		
07-D-0008	Unicom		
07-D-0009	CDW-G		
07-D-0010	Iron Bow		
07-D-0011	World Wide Technology		

Ensure you are on the "RFP -Services" Index page when reviewing responses. Expand the RFP you want to review by clicking the triangles to the left and filter down to see responses.

0/6 indicates number of vendors that have responded.
(Ex: Out of 6 Vendors 0 responded)

Questions

For information about using
IT e-mart, contact the
CHESS Customer Support Team
at armychess@mail.mil
Or toll free at: (888) 232-4405